

BY ORDER OF THE COMMANDER

SAFB INSTRUCTION 21-101

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Maintenance



MAINTENANCE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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★This instruction implements AFI 21-1, *Managing Aerospace Equipment Maintenance*. This instruction falls under the responsibility of Program Manager (PM) for trainers, training equipment, static display aircraft, and aerospace ground equipment maintained by Trainer Maintenance functions. It divides maintenance authority responsibility between Service Provider, the 82d Communications Squadron, the 82d Civil Engineer Squadron, the 17th Civil Engineer Squadron (Goodfellow AFB), and the 381st Training Support Squadron (Vandenberg AFB). It establishes agreements necessary between the above maintenance activities and the 82d Training Wing (**82 TRW**), 82d Training Group (**82 TRG**), 982d Training Group (**982 TRG**), 882d Training Group (**882 TRG**), 782d Training Group (**782 TRG**), and the 17th Training Group (**17 TRG**) Goodfellow AFB, in terms of required maintenance support. It implements requirements in AFI 21-103, AFI 63-1101, AFI 84-103, AETCI 21-101, AETCI 21-109, AFMAN 23-110, TO 00-5-15, TO 00-20-1 thru 7, TO 00-20-14, TO 00-20-215, TO 00-25-107, TO 00-25-234, TO 33K-1-100-1 & 2, TO 33-1-5, 19, 27, 32, and TO 37C11-1-1.

SUMMARY OF CHANGES

★*Section A* of this regulation was rewritten to correspond the changes in the trainer maintenance contract and AETC instructions governing trainer maintenance. *Section B* was restructured and rewritten to more clearly define policies and procedures, *PMEL procedures, GITA 781 forms, and equipment additions/deletions procedures were updated and clarified.*

Section A -- Trainer Maintenance Service Provider Program Manager

1. Responsibilities:

1.1. The Trainer Maintenance Service Provider Program Manager (PM) will ensure that:

1.1.1. Training equipment manager receives maintenance support within the Service Provider's capabilities, but beyond the capabilities of owning or using organizations, see 1.2.1.

1.1.2. Maintenance Operations Center (MOC) provides timely dispatch of personnel when required for scheduled and unscheduled maintenance requirements.

1.1.3. Plans, Scheduling, and Documentation (PS & D) coordinates all scheduled maintenance actions through the appropriate activities by forwarding monthly scheduling products to the Primary Equipment Monitor (PEM), who must document the schedule to meet training needs to minimize training impact and return to PS & D.

1.1.4. The Service Provider's Quality Assurance includes equipment condition inspections, safety of operation, and deficiency reporting for resident training activities. These services are limited to inspection numbers as derived from the Core Automated Maintenance System (CAMS) master identification listing. Quality Assurance routes information/action reports to the owning agencies as required for equipment which the Service Provider and equipment owners share maintenance responsibilities. Additional quality control assistance may be provided when specifically requested. The 982 TRG provides quality control to Training Detachments (TDs) and Operating Locations (OLs) assigned equipment, except where indicated in this instruction.

1.1.5. Service Provider will provide training for PEMs including procedures IAW AETCI 21-101 and this instruction. 982 TRG is exempt from this requirement. Coordination of all scheduled maintenance actions is accomplished through detachment or operating location-appointed PEMs in accordance with host instructions/agreements and 982 TRGI 36-2.

1.1.6. Aerospace ground equipment/trainers/support equipment assigned to resident training organizations will not be used for other base support requirements unless approved through the 82 TRW/XP.

1.1.6.1. All inspections will be documented on AF Form 244/245, **Industrial Support Equipment Record/Continuation Sheet**.

1.1.7. Appropriate action is taken on all quality control reports and forwarded to the next routing stop by the suspense date.

1.2. Managers of resident training organizations will ensure:

1.2.1. Instructor personnel perform owner/user maintenance on assigned trainers, training aids, and AGE in accordance with AETCI 21-101, and this instruction, to include pre-operational checks, minor maintenance actions such as fuse and lamp replacement (replacements may be obtained from spare bulb box or from any trainer maintenance Service Provider's bench stock/shop stock), replacing and tightening of nuts, bolts, screws, etc., the initiation of

maintenance forms, and equipment cleanliness. Each individual having access to training equipment must review AFTO Forms 244/245 and annotate, as required, to ensure its safe operation, configuration and integrity, and that it is used as intended.

1.2.2. Training equipment that requires maintenance beyond owner or user capability is identified to the Service Provider per procedures in this instruction. This requirement includes the reporting of newly acquired training equipment and equipment that is being placed in storage status or is being declared excess. During scheduled inspections the Service Provider is responsible for documenting, repairing/ordering parts for discrepancies. Service Provider will install backordered parts upon receipt.

1.2.3. Training groups appoint PEMs IAW AETCI 21-101 and this instruction. Send PEM names and phone numbers by letter to the Trainer Maintenance Service Provider. Changes are provided as they occur.

1.2.4. PEMs are familiar with the responsibilities and procedures in this instruction and receive initial training provided by the Trainer Maintenance Service Provider within 30 days of assuming PEM duties and on an “as needed” basis thereafter. **(982 TRG is exempt.)**

1.2.5. Locations of assigned resident equipment requiring Service Provider support will be reported within 3 days of receipt for inclusion in the CAMS master equipment identification listing. This requirement includes notifying the Service Provider of equipment relocation.

1.2.6. All personnel assigned who operate trainers or support equipment must receive operator training. Training will be documented on appropriate training records. AF Form 2426 will be forwarded to member’s training section to update CAMS training records. (CAMS inputs only apply to Service Provider.)

1.3. Maintenance management responsibilities for 982 TRG equipment, except where indicated under procedures in this instruction, are contained in 982 TRGI 36-2, and AETCI 21-101.

1.4. A point of contact for all Time Compliance Technical Order (TCTO) reviews will be provided in writing to the PM. **(982 TRG is exempt.)**

1.5. Materials Handling & Storage Equipment (Slings, Chains, Hoists).

1.5.1. Owners will ensure that these components have documented certification in accordance with AFOSH 91-46. Service Provider will affix annual certification tag to component upon acceptance.

1.5.2. Owner will provide copies of certificates to the Service Provider and is responsible for maintaining the original certificate. Original certificates will be transferred with components.

1.5.2.1. Components received without certification may be certified locally at the expense of the owning organization.

1.5.3. When hooks require a throat measurement IAW AFOSHSTD 91-46, the owning organization will provide a copy of documented measurements to Service Provider prior to acceptance on the contract.

1.5.4. When documentation has been provided, the Service Provider will perform an acceptance inspection. Equipment will be added to the Trainer Maintenance Contract and the Service Provider shall maintain these components.

1.5.5. Unserviceable components will be replaced by, and at the expense of, the owning organization.

1.6. Maintenance performed by depot/Contract Logistics Support (CLS) teams for Ground Instructional Training Aircraft (GITA)/trainers/support equipment:

1.6.1. Modifications/TCTOs performed by other than the Service Provider will be coordinated through 82 MXS/LGMQ, LGML, MA, and 82 TRSS/TTR.

1.6.2. Depot/CLS teams performing modifications/TCTOs will inbrief/outbrief the Owing Work Center (OWC), Performing Work Center (PWC), 82 MXS/LGMQ, LGML, MAMD, and MAQ.

1.6.2.1. Inbriefs should include the following:

1.6.2.1.1. GITA/Trainer/Support Equipment affected by the modification/TCTO.

1.6.2.1.2. Summary of the modification/TCTO.

1.6.2.1.3. Projected completion time of modification/TCTO to include operational check with OWC/PWC.

1.6.2.2. Conduct an outbrief of all work performed.

1.6.3. PWC along with the OWC will conduct operational checks to ensure GITA/Trainer/Support Equipment perform to T.O. requirements prior to the Depot/CLS team's departure.

1.6.3.1. Depot/CLS teams performing maintenance will be cleared through 82 MXS/LGML prior to departure to ensure equipment and immediate work area are clean and left in an acceptable condition.

1.6.4. Prior to signing AFTO Form 82, **TCTO Verification Certificate**, document exceptions and/or modifications not performed before releasing the depot/CLS team of responsibility.

1.6.5. The 82 TRW/TTR will ensure procedures are followed for the 82d and 782d Training Groups.

1.6.6. Headquarters 982d Training Group will ensure these procedures are adhered to at SAFB only.

1.6.6.1. The 373 TRS/TXFM will ensure detachment commanders submit a memorandum to the 82 MXS/MA, with copies to 82 MXS/LGMQ and LGML, providing complete information on modifications/TCTOs accomplished by the team within 30 days of completion.

1.7. Memorandum of Agreement/ Understanding (MOA/MOU).

1.7.1. All MOA(s)/MOU(s) affecting GITAs/Trainers/Support Equipment on the Trainer Maintenance Contract will be coordinated through 82 MXS/LGMQ, LGML and MA.

2. Procedures for newly acquired trainers/training equipment/Aerospace Ground Equipment (AGE) for which the Service Provider has maintenance responsibilities.

2.1. The appropriate PEM will ensure the following actions are accomplished; to include locally fabricated trainers/training equipment and AGE:

2.1.1. Submit a request for acceptance inspection (use letter format atch 2) in writing to the Service Provider. Include the equipment nomenclature, stock number, quantity, location, and point of contact. This request will be coordinated through the Chief Quality Assurance Evaluator (LGMQ) prior to establishing a date and time for the acceptance inspection.

2.1.2. Initiate required maintenance forms prior to the inspection (AFTO Form 95, **Significant Historical Data**, AFTO Form 244, **Industrial/Support Equipment Record**, or AFTO Form 781 series, etc.)

2.2. PWC personnel will:

2.2.1. Perform a complete review and operational check of the equipment. If no problems are encountered, forward a letter to 82 MXS/MAMP for processing into CAMS. For equipment located at Goodfellow AFB, forward letters to 82 MXS/MANF (Fire School). A maintenance identification (ID) number will be assigned when the data is processed. The Service Provider will furnish the maintenance ID number to 82 MXS/LGMQ with inspection intervals.

2.2.2. If the equipment has missing parts or does not perform per technical data, the maintenance ID number will be withheld. The owning organization is responsible for acquisition of parts or materials needed to restore the equipment to operational condition. Funding assistance in this

area must be coordinated and approved through 82 MXS/LGMQ on a case-by-case basis. If the equipment is fabricated locally, this responsibility is directed to the fabricating activity.

2.2.3. Document the acceptance inspection on equipment forms. Include all open discrepancies discovered during the inspection. An ID number, when accepted, will be affixed to the equipment by the PWC. All equipment on the Master Identification Listing requires equipment ID numbers IAW AETCI 21-101.

2.2.4. Provide and affix a forms pouch to the equipment.

2.3. At the option of the OWC, the AFTO Form 244 and 245 may be kept in a central location (ie: Tool Crib, Instructor Supervisor's office or Instructor's office). This option may be applied to AFTO Forms 244/245. Forms will be kept together in binders/file folders. These forms will be made readily available to all instructors and maintenance personnel during all hours of operation. AFTO Forms 781 will be kept on each individual GITA, **NO EXCEPTIONS**.

2.4. The appropriate PEM/Precision Measurement Equipment Laboratory (PMEL) Coordinator will ensure the following actions are accomplished for the addition of equipment known as Test Measurement and Diagnostic Equipment (TMDE)/PMEL (Goodfellow AFB TMDE/PMEL items go to Dyess AFB IAW GAFBI 21-101. Vandenberg and Ft Eustis TMDE/PMEL items will be accomplished on that installation).

2.4.1. Submit *Newly Acquired TMDE* letters (use format atch 7) to the Service Provider (82 MXS/MAY).

2.4.2. Coordinate request through 82 MXS/LGMQ prior to incorporation into PMEL Automated Management Systems (PAMS).

2.4.2.1 TMDE requiring initial calibration when identified by the OWC will be picked up on the next pick up and delivery date after receipt of notification from the OWC. If there is a need for a priority, the PEM will submit a priority letter at time of pickup. The equipment will be tagged with an AFTO Form 350 tag.

2.4.2.2. If the Service Provider cannot meet the customers request for established time frame, they will notify the customer by phone with a follow-up letter within three days identifying the problem and establishing a new due date.

2.4.3. The PWC will inspect the equipment IAW T.O. 00-20-14. The Service Provider's quality assurance may participate in the inspection.

3. Newly Acquired Grounded Instructional Training Aircraft (GITAs).

3.1. The 82 TRG, 782 TRG will:

3.1.1. Notify 82 MXS/LGMQ and LGML of projected GITA arrivals, so coordination between the losing organization, gaining school squadron, and Service Provider can be accomplished. Gaining organization and Service Provider will perform pre-acceptance inspection at the losing organization when feasible. This pre-acceptance will consist of at least the following procedures:

3.1.1.1. Verify all school required components are present and serviceable.

3.1.1.2. Perform operational checks on all school-required systems.

3.1.1.3. Perform aircraft records/history review to ensure aircraft is suitable for training.

3.1.1.4. Assess aircraft paint condition and identify to LGML whether paint is required prior to transfer.

3.1.1.5. Document serial numbers of all school required components to ensure these same components arrive at the training site.

3.1.1.6. Inventory -21 equipment and document all discrepancies or missing equipment.

3.1.1.7. Document all discrepancies discovered during operational check and provide those discrepancies to 82 MXS/LGML.

3.1.2. 82 MXS/LGML will forward copies of discrepancies to 2AF/DOO and HQ AETC/DO for assistance in getting these systems repaired prior to the aircraft arriving at the training site.

3.1.3. Notify PM of all prearranged agreements made with any outside organization that affect configuration and operating parameters. This must be coordinated with 82 MXS/LGML and 2AF/DOO IAW AETCI 21-101.

3.1.4. Forward a copy of the Utilization and Requirements Listing (use letter format atch 8) for each course by aircraft type and serial number to the PM through 82 MXS/LGMQ and LGML, identifying proper configuration and operating parameters for each GITA. Attach a cover letter requesting that the new GITA be added to the Trainer Maintenance Contract.

3.1.5. Request acceptance inspection from the PM.

3.2. The PM will:

3.2.1. Perform beddown on all newly assigned aircraft, Initiate all TO 00-25-107, *Request for Depot Level Assistance*, including requests for lateral support to meet beddown requirements as necessary (explosive removal etc.)

3.2.2. Perform acceptance inspection on newly assigned aircraft as soon as the aircraft has been made safe (explosives removed etc.), to include a complete review and operational check of the aircraft systems, and subsystems, identified on the utilization and requirement list. Perform visual inspection on all wheels and tires to insure inspection dates are current. Discrepancies that render the system(s) not Fully Mission Capable (FMC) for training, per the school requirements listing, will be the responsibility of the requesting organization to repair prior to acceptance on the maintenance contract by the Service Provider. Initiate AFTO Form 781 (series) for each aircraft.

3.2.3. In conjunction with the Functional Area Chief (FAC)/Functional Director (FD), approve the items of equipment exempt from inspection requirements. Do not delegate this responsibility or approval certificate.

3.2.4. Order all applicable technical data that is not already on hand.

3.2.5. Develop maintenance procedures to meet course requirements and forward to 82 MXS/LGMQ for review/acceptance.

3.2.5.1. Ensure local procedures include performing fuel systems sump draining (POGO) for all GITAs (not defueled and depuddled IAW paragraph 15.6) at least annually (may need to be performed more frequently on certain Mission Design Series (MDSs).

3.3. 82 TRSS/TTR will ensure a copy of the Utilization and Requirements List is provided to each squadron. Squadrons will ensure a copy is placed into each GITA 781 forms binder.

4. Processing Training Deviation Alerts and Mission Impact Statements created by Maintenance or Supply Difficulties:

4.1. Each training organization should establish internal procedures for processing documented training deviation alerts through the group-level resource function. Documentation should contain, as a minimum, the following information:

4.1.1. Equipment/trainer information:

- Nomenclature
- Location
- ID number
- Maintenance workorder number
- Date initially reported to the maintenance activity

4.1.2. Current trainer status

- Discrepancy (include date discovered)
- Document number of parts on order
- Affected course information

- Course number
- Course title
- Class number
- Number of students in class
- STS number
- STS item
- Estimated date training deficiency will occur.

4.1.3. User recommendation to resolve the difficulty (upgrade supply status, temporary fix, etc)

4.2. Resident Group-level resource managers should endorse the training deviation alert to the Service Provider (82 MXS/MA), with an info copy to (82 MXS/LGMQ and LGML). The Service Provider will serve as the focal point for resolution of the difficulty and will take action on a high priority basis.

4.3. 982 TRG Equipment Managers (373 TRS/TXFM) should explore all avenues available to them, such as direct contact with system/item managers for parts procurement where appropriate or interface with depot trainer system technicians prior to endorsing the training deviation alerts to the Service Provider. (See paragraph 20 of this instruction.)

5. Refurbishment and Acceptance of Resident Training Equipment (Except Goodfellow AFB).

5.1. Use AETC Form 375, Training Equipment Request, to fabricate/modify and get cost estimates for training equipment. Procedures for documenting this form are provided in AETCI 21-109. Completed forms will be forwarded to 82 MXS/LGMX for evaluation. Questions concerning whether the workorder should be completed by trainer fabrication or the Service Provider will be answered by the 82 MXS/LGMX Flight Chief. The PWC along with the OWC will accomplish an inspection of the equipment prior to the start of work. Pick-up and delivery of equipment will be the responsibility of the PWC. When resident training equipment is turned in to 82 MXS/LGMX for refurbishment/modification, a letter will be forwarded from the PEM to 82 MXS/MA, with an info copy to 82 MXS/LGMQ, requesting it be removed from the master ID listing.

5.1.1. Goodfellow AFB will follow the guidelines established with Randolph AFB trainer development flight.

5.2. Upon delivery of the equipment to 82 MXS/LGMXF, a copy of the completed deletion letter will be provided along with the equipment.

5.2.1. Once refurbishment/modification or initial trainer(s) is near completion, the 82 MXS/LGMX scheduler will notify 82 TRSS/TTR. The 82 TRSS/TTR office will have the OWCs PEM prepare an addition letter requesting the trainer(s) to be added to the master ID listing.

5.2.2. When the trainer(s) are ready for acceptance by the OWC, the 82 MXS/LGMX scheduler will notify the 82 TRSS/TTR office, and the Service Provider's MOC and QA, to set up a time for the acceptance inspection. The MOC will schedule the acceptance inspection with the PWC for them to attend the meeting.

5.2.3. The OWC will bring the addition letter to the acceptance inspection. At the acceptance inspection, trainer(s) will be inspected and operational checks performed. This satisfies all requirements for the acceptance inspection and the sell off to the OWC, and allows Service Provider's acceptance inspection to be signed off. Service Provider will complete required documentation, assign maintenance ID number, and establish required inspections.

5.2.4. The 82 MXS/LGMX scheduler ensures all parties sign the attendance roster and coordinate on AETC Form 376 for the sell off.

6. Turn-In/Transfer of Trainers (Except GITAs).

6.1. The appropriate PEM will submit a letter of deletion (per atch 3 format) to the Service Provider and provide an info copy to 82 MXS/LGMX and LGML IAW AETCI 21-109. The PEM will obtain a Job Control Number (JCN) from the Service Provider's MOC to prepare the unit for turn-in. Required inspections will be accomplished if more than 75% of the inspection interval has elapsed since the last periodic inspection (IAW T.O. 00-20-5).

6.2. The losing organization's PEM will initiate a letter of transfer (per atch 4 format). This letter will be given to the gaining organization's PEM for completion of the request. The letter will be submitted to the Service Provider with an info copy to 82 MXS/LGMQ and LGML.

6.3. The master ID listing will be updated, and AFI 21-103, *Equipment Inventory, Multiple Status, and Utilization Reporting System*, will be accomplished if required.

7. Turn-In/Transfer of GITAs. 82 TRSS/TTR Resource Flight will submit a letter to the PM, with an info copy to 82 MXS/LGMQ and LGML for the turn-in/transfer of GITAs. The PM will update the master ID listing and report GITA status IAW AFI 21-103, if required, and await disposition instructions.

8. GITAs Declared Excess to Training Needs.

8.1. When GITAs are declared excess to training, 82 TRSS/CC will notify AETC/LGMA and request disposition.

8.2. Once disposition is determined, i.e. reclamation via Defense Reutilization Management Office (DRMO) or reassigned under a static display program, 82 MXS/LGML will initiate actions to procure save-list, demilitarization instructions, and oversee all logistic support operations necessary to facilitate removal of excess GITAs from the maintenance contract.

8.2.1. 82 MXS/LGML will request a non-programmed save list from the owning ALC. A working copy will be provided to the 82 MXS/MANA and base supply.

8.2.2. 82 MXS/LGML will contact the Aircraft Maintenance and Regeneration Center (AMARC) and request demilitarization instructions and radiation handbook. A copy will be provided to the 82 MXS/MANA and 82 MXS GOLDWAY.

8.2.2.1. When the save list is released from ALC, it is not updated as changes in demand levels occur. To prevent the demilitarization of reclaimable items, GOLDWAY will screen all demilitarization instructions. When items are determined to be reclaimable, they will contact the appropriate item manager for disposition instructions and provide a listing of reclaimable items to 82 MXS/LGML.

8.2.2.2. 82 MXS/LGML will provide 82 MXS/MANA a copy of reclaimable items listing and provide necessary coordination to ensure that item removal actions will not impede processing of the excess GITA.

8.2.3. 82 MXS/MANA will remove and process configured save list items through supply and perform and document a limited demilitarization. 82 MXS/LGML will coordinate with bioenvironmental to ensure that GITA is hazard free as per radiation handbook and applicable messages. An AF Form 3580 will be accomplished to certify the GITA. If the GITA is being processed via AMARC, an AMARC Form 76 will also be accomplished.

8.2.4. A copy of the completed save list and demilitarization listing will be filed in the aircraft jacket file. 82 MXS/LGML will provide the aircraft jacket file to the appropriate agency in accordance with disposition, i.e. DRMO, AMARC or USAF Museum.

8.2.5. 82 MXS/LGML will forward a copy of the completed save list with supply turn-in documents to the appropriate ALC for processing.

8.2.6. 82 MXS/LGML will notify the 82 MXS/LGMQ and 82 MXS/MA within 24 hours or next duty day when a GITA is accepted by DRMO or is shipped for static display purposes. 82 MXS/LGMQ will initiate actions to remove GITA from the maintenance contact.

9. GITA Part Removal Requests from Outside Agencies

9.1 Requesters outside the 82 TRW will order parts through normal supply channels. Once the part is determined to be a MICAP requisition or is not available through the supply system, the requester will contact the ALC System Manager (SM) and request assistance. The SM will forward the parts request to 82 MXS/LGML. All viable assets from AMARC will be used prior to removing items from GITAs.

9.2. 82 MXS/LGML will forward the parts request to appropriate training group for evaluations. Requests adversely affecting training will be disapproved.

9.3. Once local coordination is complete, 82 MXS/LGML will forward a copy of all source documents to 2AF/DOOS for final disposition (approval).

9.4. Upon 2 AF approval, the asset will be removed and replaced with a like item. Items that do not affect training or the external appearance of the aircraft can be replaced with an unserviceable like item. Identify these parts IAW AETCI 21-101, and properly document GITA 781 forms.

10. Unscheduled Maintenance Support Procedures for Training Equipment:

10.1. Actual or anticipated training deficiencies (losses, degradations or deviations) will be processed with higher than routine maintenance priorities. PM may authorize higher than routine maintenance and supply priorities. Course supervisors submit a mission impact statement for priorities not meeting the above criteria. (See atch 5 for example.)

10.2. The PEM/instructor requiring unscheduled maintenance support notifies the MOC via telephone. When reporting discrepancies, the PEM/instructor will provide the following information:

10.2.1. Type of equipment:

10.2.2. Training equipment maintenance identification number

10.2.3. Discrepancy and symbol as entered on trainer/support equipment AFTO forms

10.2.4. Location of equipment

10.2.5. WUC

10.2.6. When the training equipment will be available for maintenance

10.2.7. Requesters' name and phone number

10.2.8. Time the equipment will be needed to support training

10.3. MOC will provide a JCN to the PEM/instructor who will insert it into the appropriate block of the AFTO forms (781/244).

10.3.1. Training organizations will use the Mission Impact Statement letter (see atch 6) as a management tool. This letter is used to identify problems that if not resolved may create a Training Deviation Alert. This Mission Impact letter shall be used as justification to increase the priority of maintenance being performed.

10.4. When the OWC and PWC agree that an item of AGE must be brought to the AGE section for repairs, the PWC will make arrangements to have the equipment picked up. The OWC will assist in placing the equipment outside the hangar. Specific location and phone number of point of contact will be provided.

11. Scheduled Maintenance Support Procedures for Training Equipment.

11.1. The Plans and Scheduling Section will maintain CAMS master equipment ID listings IAW AFCSM 21-561. PEMs will ensure requirements of this manual are adhered to. Equipment having no specific inspection cycle will be inspected at least annually, unless exempted by AETCI 21-101.

11.2. The Plans and Scheduling Section will forward quarterly equipment schedule listings to each OWC for review and update monthly. The PEM or OWC supervisor will accomplish the following:

11.2.1. Verify accuracy of information and enter corrections in red.

11.2.2. If scheduled inspection date conflicts with training requirements, circle the inspection date in red and enter the date that will avoid training conflict.

11.2.3. Retain original and return a signed copy to the Service Provider within 5 days of receipt. If insufficient time exists to alert the Service Provider of inspection date changes through Base Information Transfer System (BITS), PEM will inform Service Provider by telephone.

11.2.4. PEMs will ensure equipment is available and ready for Service Provider the morning of the scheduled inspection date. Equipment must be available the entire period of the inspection unless otherwise agreed upon by the PWC supervisor.

11.2.5. Requests for increase or decrease of inspection intervals will be forwarded in writing to the Service Provider, to include justification for change and reference to appropriate technical data.

11.2.6. If scheduled equipment is not made available within three duty days, PEM or alternate will forward a letter to the Squadron Commander or designated representative recommending an investigation.

11.3. Service Provider is OPR for accomplishing all scheduled maintenance, inspection requirements, and alignment of inspection due dates between equipment maintenance forms and master equipment ID listing. Service Provider must approve all deviations.

11.4. Service Provider will contact the OWC to make arrangements for pick up of AGE outside the hangar to include specific location and phone number(s) for point of contact.

12. Exempting Training Equipment from Maintenance Requirements.

12.1 Exemption requests are forwarded to 82 MXS/PM, (per atch 5 format). Requests may accompany the initial acceptance inspection provided in atch 2. Exemptions are limited to items of non-depot configured training equipment of simple design or operation. They must **not**:

12.1.1. Require any significant use of fluids, gases, or electrical power.

12.1.2. Have moving parts that require lubrication.

12.1.3. Require frequent scheduled maintenance.

12.1.4. At NAS Pensacola, the Service Provider will provide unscheduled maintenance only on technical school support items that do not meet the exemption requirements outlined in 12.1. 82 MXS/PM will approve exemptions requested from OWC. These will be filed in the Service Provider's Scheduling Section.

12.2. The following information is required for exemption requests:

12.2.1. Nomenclature

12.2.2. National Stock Number

12.2.3. Design Number

12.2.4. Maintenance ID Number

12.2.5. Owning Organization/Workcenter

12.2.6. Location

12.3. The PWC may review requests and make recommendations to the PM.

12.4. The PM will forward approved/disapproved requests to Plans Scheduling and Documentation (PS&D) for updating the master equipment ID listing prior to filing. P&S will provide copies to 82 MXS/LGMQ and the OWC.

12.5. PM will review and update the Master Exemption List each January. Copies will be maintained in P&S and a copy forwarded to 82 MXS/LGMQ.

13. Maintenance of Static-Displays (Aircraft/ Equipment) and Grounds:

13.1. The PM ensures:

13.1.1. Static-displays are maintained IAW USAF loan agreement.

13.1.2. Static-displays are inspected, washed annually, and painted as required with full paint every two years.

13.1.3. Static-display damage is repaired and recorded on appropriate forms.

13.1.4. Permanently deferred discrepancies are those discrepancies that will not be corrected due to the age of the static display, excessive costs/work hours, or lack of support equipment to repair the discrepancy. Discrepancies will not be permanently deferred when they detract from the overall appearance of the static display. Discrepancies not corrected, will be closed on the

permanent AF Form 3581, **USAF Museum Aerospace Vehicle Static display Maintenance Log**. Rationale for not closing the discrepancy will be annotated in the remarks column. After coordination with LGMQ and the Contracting Officer, the Historical Property Custodian (HPC) will close the discrepancy.

13.2. 82d/17th (Sheppard/Goodfellow) Civil Engineering Squadron commanders provide:

13.2.1. Inspection, repair, repainting, and cleaning of the masonry and brick walls, posts, chains, etc., in the immediate static display area. This includes the pedestals but not any part of the aircraft or attaching hardware.

13.2.2. Lawn/foilage care in the immediate display area.

14. Configuration Management for Resident Training Equipment:

14.1. Modifications to depot-configured equipment (AFI 21-103 Reportable) are accomplished in accordance with procedures in AFI 63-1101, **Modification Management**. Contact 82 MXS/LGML for assistance.

14.2. Equipment modifications to other than depot-configured equipment will be accomplished IAW AFI 63-1101, AETCI 21-109, and AETCI 8-1.

14.2.1. Modification proposals will be submitted to 82 MXS/LGML per AETCI 21-109. Pre-coordinate as needed with 82 MXS/LGMX to determine extent of work required.

14.2.2. After specific modification requirements are established; the modification package will be coordinated per above references for required action and approval. If approved, fabrication shop will coordinate and initiate actions required accomplishing the needed work.

15. Trainer Aircraft Configuration (GITA) 82/782 TRG/TTR (17 TRG as required):

15.1. Each June, PMs will provide a complete listing of aircraft utilization and system requirements to the 82 MXS/PM and 82 MXS/LGMQ (Use format atch 8). 82 MXS/LGMQ will forward a copy to 82 MXS/LGML.

15.1.1. This listing will be organized by Mission Design Series (MDS) and serial number of assigned GITA. Identify systems and subsystems by work unit code (as listed in a current -06 work unit code manual) required to be operational and/or maintained in the same configuration as operational equipment. If only a portion of a system is required, then only the specific subsystem or component(s) WUC(s) will be listed. Listings will also identify systems that need not be operational but are required for training. Other information pertinent to the use of aircraft systems such as backup aircraft, interchangeability, integrity, or outward appearance requirements will be included.

15.1.2. Changes to this listing will be forwarded to 82 MXS/LGMQ as they occur. 82 MXS/LGMQ will forward the original to the Service Provider and a copy to 82 MXS/LGML.

15.1.3. This listing will be distributed by the PM to all required agencies, to include the appropriate Air Logistics Center, IAW AETCI 21-101. After the new Utilization and Requirements Listing has been accepted by the Service Provider, it will be stamped, dated, and a copy returned to 82 MXS/LGMQ and TTR. TTR will ensure updated listing is incorporated into AFTO Form 781 binder.

15.2. All aircraft positioned outside hangars will be configured for and tied down at all times IAW applicable T.O., unless on waiver. 82 TRG, 782 TRG, and 82 MXS/PM will develop a parking plan to minimize changes to ramp tie down points.

15.3. Unless required for instruction, all fuel tank systems will be defueled/depuddled IAW TO 1-1-3.

15.4. Unserviceable components installed on aircraft used for training will be stenciled with a red "X" or red dot IAW AETCI 21-101.

15.5. The OWC/user will ensure all AGE and other training equipment is secured to prevent collision with aircraft when not in use.

16. AFTO Form(s) 781 Series and Form(s) 244/245 Documentation Procedures:

16.1. The maintenance of the AFTO Form(s) is the responsibility of both the technical school and Service Provider. Service Provider will document AFTO Forms 244/245 and 781A with supply/IMPAC, International Merchant Purchase Authorization Card document numbers when parts are on order against the equipment. PEMs will ensure all trainer(s)/equipment under their responsibility have properly documented AFTO Form(s) 244/245 and are maintained IAW applicable 00-20 series technical orders. AFTO Form 245, continuation of Part V of AFTO Form 244, will not be used as a separate document. Service Provider will initiate AFTO Form 781 series for the GITAs.

16.2. All discrepancies requiring Service Provider support will be called into the MOC and documented in the appropriate AFTO Forms. The person documenting the discrepancy will enter the discrepancy, correct symbol, JCN, and the name of the person discovering the discrepancy. (Sites will use local procedures).

16.3. Permanently induced malfunctions for student training and permanently delayed discrepancies:

16.3.1. Discrepancies will not be permanently induced or permanently delayed which affect safety, outward appearance or tow capability.

16.3.2. Permanently induced malfunctions for student training are induced by instructors as a learning tool.

16.3.3. Permanently delayed discrepancies are those discrepancies that will not be corrected due to the age of the trainer/equipment/GITA, excessive costs/work hours, or lack of parts/support equipment to repair the discrepancy.

16.3.4. AFTO Form(s) 244/245, 781 series documentation:

16.3.4.1. Active AFTO 244/245, and 781F forms will be annotated in the top margin with the following statement in **RED**: “**See Permanently induced malfunctions/permanently delayed discrepancies forms.**” Permanently induced malfunctions/permanently delayed discrepancies for student training will be maintained on a separate **RED** bordered AFTO Form(s) 244/245, 781 series (excluding maintenance permanently delayed discrepancies). A copy of the AFTO Form(s) 244/245, and 781 series for permanently induced/permanently delayed discrepancies will be placed with the active forms.

16.3.4.2. Clearing Permanently Delayed Discrepancies (PDD). The following procedures will be used:

16.3.4.3. When a PDD is to be corrected or accomplished, the entry must be transferred to the active AFTO Form 781A or 244/245.

16.3.4.4. When an entry is transferred, the person accomplishing the transfer will enter (in the PDD Corrective Action Block) “Discrepancy transferred to active AFTO Form (specify 781A, 244, or 245)” and enter their minimum signature in the Corrected By (and if applicable, Employee Number) block.

16.3.4.5. Enter the transferred discrepancy, symbol, job control number, date discovered, and document number (if applicable) into the active forms in the appropriate blocks of the AFTO Form 781A, 244, or 245. A minimum signature of the person transferring the discrepancy will be entered in the Discovered By and CAMS Employee Number Blocks (as applicable) respectively.

16.3.4.6. After the entry is transferred to the active forms, follow the normal procedures for clearing AFTO Form 781A or 244/245 entries.

16.4. AFTO Form(s) 781 series documentation:

16.4.1. Prior to initial course use of assigned aircraft, a set of pre-printed AFTO series forms will be placed in the GITA AFTO Form 781 series binder (Does not apply to 6910L stock class). These pre-prints will be placed in the permanent form folder located behind the AFTO Form 781K.

16.4.2. The pre-printed form series will consist of maintenance training actions performed by students on the assigned aircraft. Each pre-print will be routed through 82 MXS/LGMQ for approval by 82 MXS/PM and be referenced by a number; i.e., 362 TRS F-16 APG MRT #4.

16.4.3. Instructor will annotate GITA forms with a “RED X” entry at the beginning of the class activity. (See Atch 13 for JCN to be entered in the AFTO Form 781As.) This entry will consist of a statement to show what maintenance training pre-print AFTO Form 781A entries is/was performed, with a reference to the appropriate pre-print number designation. For example: “Landing Gear Wheel/Tire/Brake Removal and Installation training in-progress (Ref: pre-print 362 TRS F-16 APG MRT #'s 4, 5, 6, and 7)” will be entered in the Discrepancy Block of the GITA 781 Series Forms). When training is completed the instructor will enter “Training complete (Ref: Pre-print 362 TRS F-16 APG MRT #4 etc.” the technical order reference for the task and sign the inspected by block (instructor must be RED X certified).

16.4.4. “Student Training Forms” are developed by each course as deemed necessary to train and/or certify their students in proper maintenance documentation practices. “Student Training Forms” will be used only for AFTO Form 781 series student training, and not for documenting maintenance malfunctions that are to be annotated in the GITA AFTO Form 781 series binder. When no longer needed for current student training objectives, destroy the student training forms.

16.4.5. The 82 and 782 TRG commanders will develop an OI to develop pre-print 781As for each course that uses “Student Training Forms.”

16.4.6. The 82 and 782 TRG commanders may institute the Certified Mechanic (CM) and/or the certified master mechanics (CMM) program using AETCI 21-101 as a guideline.

16.5. Temporary induced malfunctions:

16.5.1. Personnel for a particular class may use these, but they will not become permanent malfunctions. They will be recorded in the regular AFTO Forms but not called into MOC. The word “Temporary” must be included on the form to allow differentiation from discrepancies that require job control notification and coordination.

16.5.2. Personnel entering the temporarily induced malfunctions will sign off the AFTO Forms upon completion of the class.

16.6. Commanders will publish a list of personnel certified to sign-off induced malfunction Red X discrepancies. Copies of these listings will be sent to 82 MXS/LGMQ and PM.

16.7. Review forms containing induced malfunctions for student training or permanently delayed discrepancies prior to any maintenance or scheduled inspection.

16.8. The MOC will not assign job control numbers to permanently induced malfunctions for training, permanently delayed discrepancies or temporarily induced malfunctions.

16.9. PEMs will perform and annotate supervisory reviews annually on all AFTO Form 244. When an AFTO Form is closed out it will be forwarded by the OWC to 82 MXS/MAMD, Documentation Section. OWC at Goodfellow AFB will forward forms to 17 TRG/MANF.

17. Fabrication of Trainers. Submit request for fabrication of trainers IAW AETCI 21-109.

18. Steam/Hot Water Boiler Inspections. The 82d Civil Engineer Squadron (82 CES) will schedule boiler inspections IAW AFI 32-1068. All newly installed/replaced boilers will be reported to 82 CES for inclusion in the schedule. 82 CES personnel will notify Service Provider (82 MXS/MAMS) in writing of any training equipment due inspection prior to due date.

19. Refurbishment/Maintenance of 982d Training Group Training Equipment:

19.1. Normally, TD/OL personnel at the equipment's location accomplish scheduled and unscheduled maintenance requirements. Maintenance support beyond local TD/OL capability should initially be requested from the local host Chief of Maintenance. For maintenance beyond the capability of the local host Chief of Maintenance, 982 TRG equipment manager submits a letter to the 82 MXS/LGML for action by the Service Provider.

19.1.1. The Service Provider will evaluate the request for maintenance assistance and determine if capability exists to repair the equipment in the field by dispatching a technician or by relocating the equipment to Sheppard AFB, Texas. If so, action will be initiated to provide the needed support.

19.1.2. If a determination is made that repair requirements are beyond the Service Provider's capability, the PM will notify 82 MXS/LGMQ and LGML, and the appropriate 982 TRG equipment manager, in turn, by endorsement to the initial request letter. This endorsement will include a statement that the Service Provider will initiate a depot assistance request in accordance with TO 00-25-107. This depot assistance request shall include 82 MXS/LGML and HQ AETC/LGMTC, in turn, with an info copy to 82 MXS/LGMQ.

19.2. When training equipment or AGE is to be scheduled to the prime center at SAFB for routine refurbishment or scheduled/unscheduled maintenance the following actions will be taken:

19.2.1. The appropriate TRG equipment manager will:

19.2.1.1. Upon determining that the Wing support is required, forward maintenance requirements by letter to the Service Provider and info copy to 82 MXS/LGMQ and LGML, to include the following:

19.2.1.1.1. Nomenclature

- 19.2.1.1.2. National Stock Number
- 19.2.1.1.3. Trainer Serial Number
- 19.2.1.1.4. In place date at maintenance facility
- 19.2.1.1.5. Date completion required
- 19.2.1.1.6. Known discrepancies
- 19.2.1.1.7. Known shortages

19.2.1.2. Immediately inform the Service Provider by letter and send a copy to 82 MXS/LGMQ and LGML if the requested completion date changes.

19.2.1.3. Deliver equipment to the maintenance facility when requested.

19.2.1.4. Provide personnel to assist with a simultaneous transfer or acceptance inspection.

19.2.1.5. Replace or arrange for replacement of all accountable items missing from equipment prior to acceptance for maintenance.

19.2.1.6. Forward all appropriate data (equipment forms, technical orders, supporting supply documentation for pending actions, etc.) with equipment.

19.2.2. 82 MXS/PM will:

19.2.2.1. Designate a production manager for all trainers and AGE processed in for maintenance.

19.2.2.2. Provide QA personnel to monitor transfer or acceptance inspections.

19.2.3. The Production Manager will:

19.2.3.1. Serve as coordinator for maintenance actions required for all trainers and AGE processed to the prime center for maintenance. This responsibility will continue until the equipment is returned through the production manager to the 982 TRG.

19.2.3.2. Immediately upon receipt of the equipment into maintenance and with the assistance of the appropriate training group PEM and QA, accomplish a transfer/acceptance inspection in accordance with TOs 00-20-1 and 00-20-5.

19.2.3.3. Inspect equipment for general condition and shipping damage.

19.2.3.4. Review all TO and documentation files for currency and completeness.

19.2.3.5. Inventory equipment using applicable technical data and documentation files.

19.2.3.6. Ensure assistance requests from other sources as appropriate and a power-on operational check of all powered equipment is performed.

19.2.3.7. Document all shortages and discrepancies on AF Form 2420, **Quality Assurance Inspection Summary**, and document inspection on applicable equipment records. Notify the appropriate TRG PEM of shortages/missing components for replacement.

19.2.3.8. Ensure equipment is scheduled to appropriate maintenance function for required maintenance actions.

19.2.3.9. Submit a monthly status reports to 82 MXS/LGML (see atch 12 for sample).

19.3. When maintenance actions on trainers or AGE are completed, a transfer/acceptance inspection will be performed prior to the equipment being prepared for shipment or storage and returned to the 982 TRG. Representatives from the Service Provider and the appropriate 982 TRG PEM will perform an inspection IAW appropriate technical data. A power-on operational check will be documented on AF Form 2419, *Routing and Review of QA Reports*.

19.3.1. The following will be performed as a part of this inspection:

19.3.1.1. Inspect technical data for applicability and completeness.

19.3.1.2. Ensure appropriate forms maintained IAW technical data.

19.3.1.3. Perform a complete inventory using applicable technical data.

19.3.1.4. Inspect general condition and appearance of equipment.

19.3.1.5. Prepare equipment for shipment following operational check.

19.3.2. Inspection and open discrepancies will be documented.

20. Acceptance/Transfer/Turn-In 982 TRG Equipment. Procedures are contained in AFMAN 23-110, AETCI 21-101, and 982 TRGI 36-2.

21. Management of TCTO Requirements for the 82/782/982 TRGs, 17 TRW (Goodfellow AFB), and 381 TSS (Vandenberg AFB):

21.1. Service Provider will coordinate between PWC and OWC (tech school) for TCTO's applicability and document on all equipment PM is responsible for.

21.2. IAW AETCI 21-101, the 82 MXS/PM is responsible for determining TCTO applicability, requisitioning kits, preparing documentation and forwarding these to the appropriate TD/OL.

21.3 Procedures:

21.3.1. One copy of SAFB Form 124, **Trainer/Training Aid/Equipment Group Inventory Report**, SAFB Form 125, **Support Equipment Inventory Report**, and SAFB Form 126, **Recoverable Components Inventory**, submitted by the individual TD/OL is forwarded to the Service Provider, through the appropriate 982 TRG PEM.

21.3.2. QA reviews the equipment information contained in the SAFB Forms 124, 125, and 126, and researches the appropriate technical order indexes for the applicable TCTO series on all equipment for which the PM is responsible.

21.3.3. TDs/OLs update the SAFB Forms 124, 125, and 126 as required.

21.3.4. Service Provider determines TCTO applicability for assigned equipment using SAFB Forms 124, 125, 126, and applicable technical data, and will document record jacket file. Documentation Unit reviews the TCTO applicability for individual equipment. (Commodity TCTOs must have verification of part number and serial number by letter correspondence with the using TD/OL.) The Documentation Unit requests a depot schedule for depot level TCTOs, requisitions the TCTO kits, and forwards AFTO Form 349, **Maintenance Data Collection Record**, and a copy of the TCTO for all modifications to the appropriate TD/OL.

21.3.5. The TD/OL as PWC, will keep the Service Provider advised of the status of active TCTOs to include awaiting parts, receipt of TCTO kits, in work and when TCTOs are complete.

22. Material and Technical Order Improvement Reports Responsibilities:

22.1. The Service Provider's Quality Assurance (82 MXS/MAQ) checks and controls all Material Deficiency and Technical Order Improvement Reports prescribed by TOs 00-5-1 and 00-35D-54.

22.2. Reporting Organizations:

22.2.1. Identify and report all material deficiencies and technical orders improvements noted in their activities.

22.2.2. Process material deficiency exhibit(s) in accordance with instructions in AETCI 21-101, and TO 00-35D-54.

23. Calibration and Repair of Test, Measurement, and Diagnostic Equipment (TMDE) (SAFB and Pensacola NAS):

23.1. Priority TMDE will be worked by PMEL on receipt. These items will be worked until completed during normal duty hours and may be picked up by the OWC when completed by PMEL. Requests for priority must be limited to genuine mission impact/emergency requirements, since this action takes priority over all other work. (See atch 9 for a sample)

24. Responsibilities:

24.1. Unit commanders, staff sections, maintenance officers, supervisors, and PMEL coordinators at all levels of command who possess TMDE are responsible for ensuring compliance with regulations.

24.1.1. TMDE Monthly Average Daily Working Backlog and Monthly Average Total Working Backlog are computed as specified in AFCSM 21-303, Volume 2, by PAMS and printed in the Daily Workload Report. Information is taken from this report and put into the required monthly TMDE Backlog Report. The Monthly Backlog Average will be calculated by the following formula:

24.1.1.1. **Monthly Average Daily Working Backlog** is figured by using the information on the TMDE Backlog Report. Add all of the Daily Backlog (Dly Blg) column figures resulting in a monthly total. Divide the monthly total by the number of days of work produced during the month. This figure is the average Daily Working Backlog. **Example:** The daily backlog of 70.29 divided by the number of days of work produced (19), equals an average daily working backlog of 3.69; which is rounded up to 4.0. (70.29 divided by 19 equals 3.69).

24.1.1.2. **Monthly Average Total Working Backlog** is figured by using the information on the TMDE Backlog Report. Add all of the Total Backlog (Tot Blg) column figures for that month, then add TMDE Awaiting Customer Input (ACI) resulting in a monthly total. Divide the monthly total by the number of days of work produced during the month. This figure is the average Total Working Backlog. **Example:** The total backlog of 83.10 divided by the number of work days produced during the month (19), equals an average Total Working Backlog of 4.37; which is rounded to 4.0. (83.10 divided by 19 equals 4.37).

25. Procedures:

25.1. PMEL Scheduling Section:

25.1.1. Hours of operation are 0700-1600

25.1.2. Hours for delivery and pickup of TMDE are 0730-1030

25.1.3. The remaining duty hours are used for:

25.1.3.1. Requests for TMDE status

25.1.3.2. Request for input dates for unscheduled and initial calibration of TMDE

25.1.3.3. Receiving and processing equipment shipped through transportation for off-base calibration or repair

25.1.3.4. Ordering and receiving parts

25.2. The OWC PMEL Coordinators ensure the TMDE scheduled for calibration is available at the designated pickup point on the date prescribed by the schedule. PMEL pickup and delivery personnel will leave a PAMS generated work order copy as an equipment locator (hand receipt) for the OWC. TMDE that has exceeded the scheduled calibration interval is prohibited from use (T.O. 00-20-14). Exceptions to pickup of scheduled TMDE will be coordinated with the PMEL scheduler. Early or late pickups disrupt scheduled workflow and can delay timely calibration and repair of other scheduled equipment.

25.3. The PMEL Scheduler will identify TMDE overdue calibration by letter to the OWC Unit Commander. The overdue calibration letter will be initiated on the third workday after the date due calibration.

25.3.1. The OWC Unit Commander will reply to the Contract Program Manager (82 MXS/PM) stating the reason the overdue item was not ready for pickup on time.

25.3.2. Overdue TMDE will be rescheduled and treated as unscheduled maintenance.

25.3.3. The PMEL Scheduling Section will maintain a file of overdue calibration letters.

25.4. Unscheduled, Initial Calibration and Excess TMDE:

25.4.1. Test equipment will have a completed AFTO Form 350, **Repairable Item Processing Tag**, attached to it (T.O. 00-20-2, para 7-8). The bottom portion of the AFTO Form 350 will be used as a hand receipt.

25.5. Priority Calibration/Repair:

25.5.1. Workcenter supervisors and PMEL coordinators will review their schedule to identify priority TMDE due scheduled calibration. The OWC PMEL Coordinator will contact the PMEL Scheduler five (5) workdays prior to the unit being due calibration to coordinate the priority.

25.5.2. All priority equipment will have a letter requesting priority service signed by the OWC supervisors or maintenance officer or superintendent. (See atch 9).

25.5.3. Abuse of the priority system will cause production backlog in PMEL. OWCs should consider alternate methods of accomplishing the required measurements or the use of substitute or borrowed test equipment before requesting priority services. The OWC must determine beyond a doubt that the TMDE requires priority service and that no like or substitute TMDE is available from another OWC. The PMEL Scheduler can assist in identifying OWC's that possess like items. Equipment loans or transfers of custody are the prerogative of the custodians involved. The PMEL Supervisor is the approval authority for all priority TMDE work requests.

25.6. Deletion/Turn-in of TMDE

25.6.1. Equipment that is on the PMEL Master ID Listing (MIL) will be sent to PMEL for condition tagging by a qualified maintenance technician prior to turn-in.

25.6.2. The appropriate PMEL Coordinator will submit a letter (per atch 11) to the Service Provider. The PMEL scheduler as required will then update the master ID listing.

25.6.3. The PMEL Scheduler will provide a list of all TMDE additions/deletions to 82 MXS/LGMQ weekly.

25.6.4. If during calibration the TMDE is found to be defective and requires Not Repairable This Station (NRTS) action, the PMEL Scheduler will add the item to the weekly addition/deletion list. The deletion will be identified as being done at PMEL. The OWC PMEL Coordinator will not be required to submit a letter (per atch 11) to the Service Provider.

26. PMEL Coordinator Appointment.

26.1. OWC's supported by PMEL will appoint a primary and an alternate PMEL coordinator. The appointment must be in letter format signed by the OWC's flight commander, maintenance officer or superintendent. Changes are provided as they occur. This letter will be in two copies. One will be sent to the PMEL Scheduling Section with a courtesy copy sent to 82 MXS/LGMQ and the OWC PMEL Coordinator will keep the other in the TMDE Coordinator file. The following will be included in the letter: (See atch 10)

26.1.1. Full name and rank of the primary and alternate PMEL Coordinator.

26.1.2. Organization, location, office symbol and distribution stop number, workcenter (mnemonic), and telephone number.

27. PMEL Coordinators.

27.1. PMEL coordinators will receive orientation training relating to their duties from the PMEL scheduling Section prior to assumption of their duties and responsibilities and on an "as needed"

basis thereafter. A copy of the AF Form 2426 or a certificate of training will be kept in the TMDE Coordinator File. The PMEL Scheduling Section will maintain a training record of all personnel who have received orientation training and refresher training. Training sessions are scheduled by appointment. The PMEL Coordinator will be notified, in letter format, of the scheduled training date/time with a courtesy copy sent to 82 MXS/LGMQ. The PMEL Scheduling Section will complete the PMEL Coordinators orientation training within 30 days from the date of the appointment letter.

27.2. Will read and comply with paragraphs 3-8 and 3-9 in TO 00-20-14. These paragraphs list the responsibilities of TMDE owners for the use and care of TMDE.

28. Master Identification Listings (MIL).

28.1. Each OWC will receive two (2) copies of its MIL quarterly. Corrections will be made on both copies, one sent to PMEL Scheduling, and one retained until the next listing is received. This will be accomplished within five (5) workdays of receipt of a new listing.

28.2. PMEL Scheduling will make all corrections or changes to the Master ID Listing upon receipt of the returned listing from OWC.

29. Schedule. The PMEL Scheduling Section will provide to the OWC's two (2) copies of the TMDE schedules monthly. OWC's will make any corrections to both copies, sending one to the PMEL Scheduling Section and retaining the other in their TMDE Coordinator file. This will be accomplished within five (5) workdays of receipt of a new schedule.

29.1. PMEL Scheduling will make all corrections or changes to the schedule upon receipt of the returned schedule from OWC.

30. TMDE Abuse. Letter to the OWC Maintenance Supervisor for corrective action will identify TMDE that has been abused, with a copy to 82 MXS/LGMQ.

31. TMDE Awaiting Parts (AWP), Hold & NRTS. The PMEL Scheduler will inform OWC's of TMDE status changes to AWP, HOLD, or NRTS within 3 workdays. Initial notification may be by telephone and will be documented, but it must be followed by written notification to the owning section chief within 10 workdays of status change. A copy of the written notification will be maintained in the PMEL Scheduling Section with a courtesy copy to 82 MXS/LGMQ.

32. Calibration Responsibility Determination. Items of TMDE that are new to the Air Force inventory may not be listed in TO 33K-1-100-2. OWC's with such TMDE will furnish the PMEL with the information required by TO 33K-1-100-1. The PMEL will send technical data and the required information provided by the OWC to Air Force Metrology and Calibration (AFMETCAL) for determination of calibration responsibility.

33. Technical Data on TMDE. PMELs are not required to keep technical data for unique systems, one-of-a-kind commercial equipment, or special purpose limited usage equipment. OWC's must requisition and keep data for TMDE in these categories. The OWC will, upon request, send the data to PMEL. If data is not available, the equipment will be returned to the OWC and rescheduled upon receipt of the technical data. The PMEL Scheduling Section will assist in obtaining technical data at the OWC's request.

33.1. The PMEL Scheduling Section will check all resources, when equipment is accepted, to obtain the required technical data for all TMDE supported by PMEL except, unique systems, one-of-a-kind commercial equipment or special purpose limited usage equipment.

34. TMDE Received Unserviceable from Supply.

34.1. OWC's receiving TMDE from supply will leave all condition tags attached to the unit. If the TMDE is determined to be defective during initial calibration, the following procedures apply:

34.1.1. Test equipment issued from depot stock or shipped from a manufacturer will be processed IAW TO 00-35D-54.

34.1.2. If warranty repair is available on new items, the items will be returned to the OWC for processing. PMEL will furnish technical details of rejection or failure, as well as warranty and processing information.

35. PMEL Quality Assurance.

35.1. When equipment is received from the PMEL with a discrepancy, the PMEL Coordinator will notify PMEL Quality Assurance. The PMEL Coordinator should have all information concerning the discrepancy on hand during the conversation. If serviceability cannot be determined, the TMDE will be rescheduled into PMEL.

35.2. PMEL Coordinators must validate the accuracy of certification labels on TMDE returned from PMEL. Discrepancies will be brought to the attention of PMEL Quality Assurance. All reported discrepancies will be investigated, and the results provided to the OWC.

35.3. If the difficulty is not resolved to the OWC's satisfaction, it should be reported to the Chief QAE, 82 MXS/LGMQ, 676-3785.

36. Acceptance/Turn-in/Maintenance of Museum Static Aircraft/Equipment/Munitions

36.1. Historical Property Custodian and the Service Provider will comply with AFI 84-103, SAFBI 84-101, and the Historical Property Agreement (HPA).

36.1.2. Service Provider shall document the appropriate AF Form 3581, **USAF Museum Aerospace Vehicle Static Display Maintenance Log.**

36.1.3. HPA ensures the Command Historian approves Color, Markings, and Insignia (CMI) packages prior to requesting the Service Provider to paint the aircraft/equipment/munitions.

36.1.3.1. 82 TRW may paint aircraft to represent another aircraft of the same series and model with the written permission of the Command Historian.

36.1.3.2. Spurious names, logos, nose art, or other identifying features will not compromise the historical accuracy of the CMI. Units will not compromise CMIs for reasons of personal edification or mix markings from a variety of aircraft, i.e. using the nose art from one aircraft, the serial number of another, and unit codes from a third.

36.1.4. Service Provider shall repair and restore aerospace vehicle and support equipment, preserve their historical integrity. Use methods outlined in the appropriate technical data. Record all preservation and restoration actions on AF Form 3581.

36.1.4.1. Restore aerospace vehicles to operational appearance for the period depicted. Systems need not be operational. Some interior areas may be left un-restored, but must be as complete as possible. Vehicle need not conform to airworthy standards; however, all damage must be repaired and coated with a corrosion preventative to give a finished coat to the airframe. **NOTE: Radioactive materials may have been used in the construction of aerospace vehicles, follow safety and periodic monitoring procedures in chapter 9 of AFI 84-103 and SAFBI 84-101 for dealing with radioactive components before doing any work on an aerospace vehicle.**

36.1.4.2. Consult with Wing HPC whenever in doubt on historical markings on historical aircraft.

36.1.4.3. USAFMS munitions (bombs, rockets, missiles, ammunition, flares, and other pyrotechnics) must be inert. Munitions will not be permanently marked or otherwise altered. Qualified Explosive Ordnance Disposal personnel must inspect all munitions and certify them in writing as inert. Accession records must show who took what actions, and when item was made safe. To display munitions without the normal **INERT** or **EMPTY** markings, establish MOUs with the safety officer and fire department.

36.1.4.4. Munitions received without a certification of inspection and verified **INERT**, are assumed to be live and are held in an approved, separate, secured storage area until inspected.

Section B -- Maintenance - 82d Communications Squadron

37. General. This section provides guidance for the maintenance and acquisition management of Communications-Electronics (CE) training equipment by the 82d Communication Squadron (CS) in support of the 82 TRG, 782 TRG, and 882 TRG.

38. Policy. The Superintendent, 82 CS/SCMM, provides support to 82 TRG, 782 TRG, and 882 TRG within the capability of assigned resources. Guidance and policy set forth in this section for maintenance and acquisition management of fixed CE training equipment will be strictly followed. All equipment will be maintained in accordance with applicable standards unless specifically waived by the using agency.

39. Maintenance Responsibilities:

39.1. Instructor personnel of CE equipment will perform exterior cleaning and minor maintenance action such as fuse and lamp replacement, and tightening of nuts, bolts and screws. 82 CS personnel will perform all other maintenance.

39.2. Where variances to technical order/applicable maintenance manual configuration or specification are required for the convenience of training, coordination will be initiated by the appropriate training division in accordance with TO 00-5-1 and coordinated through the 82 CS Maintenance Support, 82 CS/SCMS, and the COM. The training agency is responsible for the storage of all items removed. Items will be stored in close proximity to the respective training equipment whenever possible. The actual storage area will be documented by instructor personnel and attached to the approved TO variance. A copy will be provided to 82 CS/SCMS.

40. Care of Training Equipment. It is the responsibility of each individual having access to training equipment to ensure it's safe operation configuration and integrity, and that it is used as intended.

40.1. Fusing. Fuse electrical and electronic equipment in accordance with applicable maintenance manuals and TO 00-25-234. Deviations are not authorized. Instructors of CE equipment will accomplish random checks to minimize the possibility of improper fusing by students.

40.2. Instructor Inserted Malfunctions:

40.2.1. Instructors will maintain a daily log to record all instructor inserted malfunctions and identify the equipment with either a sign on the equipment or entry on blackboard, etc.

40.2.2. Upon termination of each instruction block, or if an equipment malfunction is discovered during the course of instruction, instructor personnel will remove all inserted bugs and perform a complete operational check. If maintenance is required, this procedure will be done prior to notifying 82 CS personnel.

40.2.3. Equipment Installation, Relocation, Removal, or Turn-in. Prior to equipment relocation, removal or turn-in, written notification must be provided to the Superintendent, 82 CS/SCMM. OWC is responsible for equipment disposition once 82 CS/SCMM is notified.

41. Maintenance of Training Equipment.

41.1. The using agency or instructor supervisor for the inside plants and telephone training equipment in Bldg 1950 will report all equipment malfunctions which affect equipment operational capability to 82 CS/SCME. For the Teracomm radio, instructors will report problems to 82 CS Maintenance Control. All malfunctions must be called in immediately upon detection to prevent further equipment damage. The following information will be provided:

41.1.1. Type of equipment to include ID number/trainer number position number.

41.1.2. Room and building number.

41.1.3. ID Number/Training Number/Position Number.

41.1.4. Problem description.

41.1.5. Name and phone number of person requesting maintenance.

41.1.6. Whether the equipment malfunction creates an actual or anticipated training deficiency (loss, degradation or deviation). If anticipated, the date of deficiency is required.

41.2. When equipment is reported for maintenance, it will be released to the maintenance workcenter. Continued partial usage of malfunctioning equipment for any purpose will be coordinated and agreed to by maintenance personnel and instructors.

41.3. Actual or anticipated training deficiencies (losses, degradations or deviations) will be processed with higher than routine maintenance priorities. "Boiling points" are coordinated with the training division chief who may authorize higher than routine maintenance and supply priorities. If an individual case occurs which requires priority maintenance or supply action, and does not meet "boiling point" criteria, a mission impact statement, signed by the applicable course supervisor, is required. (See atch 5 for example.)

41.4. Upon repair of the equipment, Maintenance Operation Center will notify the using agency and requests an operational check to verify equipment serviceability. The using agency or instructor personnel will accomplish a complete operational check and report the results to Maintenance Operation Center within one duty day. If an operational check cannot be done within the one duty day, the using agency will notify Maintenance Operation Center. Equipment will not be used until the operations check is completed and closed out with Maintenance Operation Center.

42. Time Compliance Technical Orders (TCTOs). TCTOs will be accomplished IAW AFI 21-116, AFCSM 21-568, TO 00-20, TO 00-5-15, or the applicable directives.

42.1. The work center reviews the TCTO in coordination with the training branch to determine applicability and impact.

42.2. If the TCTO is applicable, 82 CS initiates all actions to implement the TCTO and to update historical records.

42.3. When a training division is directed by an item manager to proof a TCTO, it will coordinate all actions with 82 CS/SCMS.

43. Quality Assurance: 82 CS/SCMS personnel will perform technical inspections on training equipment. Technical inspections are conducted so that all end items in an equipment group will be inspected before any one-end item is inspected again. Operational capability will not be inspected. Instructors are responsible for reporting all operational discrepancies. Inspections will be in accordance with the following sampling plan:

END ITEMS (POPULATION) SAMPLE SIZE

| | |
|---------|----|
| 1 | 1 |
| 2-15 | 2 |
| 16-25 | 3 |
| 26-50 | 5 |
| 51-90 | 8 |
| 91-150 | 13 |
| 151-280 | 20 |

44. Acquisition Management and Acceptance Procedures.

44.1. When the 82 TRG, 782 TRG, or 882 TRG requires 82 CS maintenance support for new fixed CE equipment, or replacement of, or addition to existing equipment, coordination will be initiated by the TRG. Support requirements will be coordinated with the Communication Computer Systems Planning and Implementation Flight (82 CS/SCX) through submission of an AF Form 3215, **Communication Computer Systems Requirements Documentation (CSRD)**. Equipment procurement is accomplished only after approval is received from the 82 CS/SCX.

44.2. 82 CS/SCM will determine if CE equipment is logistically supportable. Once it has been determined logistically supportable, the Mission Systems Flight Commander will accept maintenance responsibility. If not logistically supportable, 82 CS/SCM will return request to 82 TRG or 882 TRG for action, terminating 82 CS support action and support requirements.

44.3. 82 TRG, 782 TRG, or 882 TRG coordination with all affected base agencies is necessary to ensure:

44.3.1. Equipment standardization.

44.3.2. Adequate manpower and logistics support are available or planned to meet established operational dates.

44.3.3. Adherence to all appropriate regulations and supplements thereto.

44.4. Acceptance procedures are as follows:

44.4.1. Prior to maintenance responsibility acceptance by 82 CS, an initial equipment inspection will be performed by 82 CS/SCMS. Written notification from the 82 TRG, 782 TRG, or 882 TRG is required identifying equipment received and its location. Initial equipment inspections by 82 CS/SCMS are required before placing it into operation.

44.4.2. Projects:

44.4.2.1. 82 CS/SCMS will perform inspections when project materials are delivered, in-process inspections during project installation, and acceptance inspections after installation is complete.

44.4.2.2. 82 TRSS/TTR will contact all required base agencies for coordination to accept or commission equipment or facilities installed under subject project after the logistics supportability has been determined.

44.4.2.3. Upon completion of projects (self-help, or Engineer installation), the related project paperwork will be accomplished and coordinated by 82 TRSS/TTR.

44.4.2.4. Exceptions noted on completed project documents will be cleared in accordance with applicable Air Force directives and annotated on the applicable project document by 82 TRSS/TTR.

44.4.2.5. Completed project documents (all exceptions cleared) will be forwarded to 82 CS/SCX for inclusion with applicable Communications Computer Systems Installation Records (CSIRs).

JOE HARRISON, Colonel, USAF
Vice Commander

Attachments:

1. Abbreviations, Acronyms, References, and Terms
2. Maintenance ID System (Sample Ltr)
3. Equipment Deletion (Sample Ltr)
4. Equipment Transfer (Sample Ltr)
5. Exemption Request for Schedule Inspections (Sample Ltr)
6. Mission Impact Statement Ltr
7. Maintenance ID System (TMDE)
8. Aircraft Utilization and Requirement List
9. Request for Priority Processing of TMDE (Sample Ltr)
10. PMEL Coordinator Appointment (Sample Ltr)
11. Maintenance ID System (TMDE) (Sample Ltr)
12. Equipment Status Report (Sample Ltr)
13. Job Control Numbers

*Attachment 1***ABBREVIATIONS, ACRONYMS, REFERENCES, AND TERMS***Acronyms*

| | | | |
|--------------|---|-----------------|---|
| AFTO | Air Force Technical Order | MOA | Memorandum of Agreement |
| AGE | Aerospace Ground Equipment | MOC | Maintenance Operations Center |
| AMARC | Aircraft Maintenance and Regeneration Center | MOU | Memorandum of Understanding |
| AWP | Awaiting Parts | NRTS | Not Repairable This Station |
| CAMS | Core Automated Maintenance System | OL | Operating Location |
| CLS | Contract Logistics Support | OWS | Owning Work Center |
| CMI | Color, Marking, and Insignia | PAMS | PMEL Automated Management System |
| DRMO | Defense Reutilization Management Office | PEM | Primary Equipment Monitor |
| GITA | Ground Instructional Training Aircraft | PM | Program Manager |
| HPA | Historical property Agreement | PMEL | Precision Measurement Equipment Laboratory |
| HPC | Historical Property Custodian | PS&D | Plans, Scheduling, and Documentation |
| ID | Maintenance Identification Number | PWC | Performing Work Center |
| JCN | Job Control Number | SM | System Manager |
| MDS | Mission Design Series | TCTO | Time Compliance Technical Order |
| | | TD | Training Detachment |
| | | TMDE | Test Measurement and Diagnostic Equipment |

References

| | |
|----------------------------|---|
| AFI 63-1101 | Management of Contractor Data |
| AFCSM 21-303, Vol 2 | Precision Measurement Equipment Laboratory (PMEL) Automated Management System (PAMS) QO11/CJ(PA), Software User Manual |
| AFCSM 21-568 | Core Automated Maintenance System (CAMS) |
| AFCSM 21-561 | Maintenance Events |
| AFI 21-103 | Equipment Inventory, Multiple Status, and Utilization Reporting System |
| AFI 21-116 | Maintenance Management of Communication-Electronics |
| AFI 32-1068 | Heating Systems and Unfired Pressure Vessels |
| AFI 84-103 | Museum System |
| AFMAN 23-110 | USAF Supply Manual |
| AFOSHSTD 91-46 | Material Handling and Storage Equipment |
| AETCI 21-101 | Maintenance Management of Aerospace Equipment |
| AETCI 21-109 | Maintenance Management Trainer Development |
| SAFBI 84-101 | Static Display Radiation Safety |

Attachment 1 (cont)

| | |
|-----------------------|--|
| GAFBI 21-101 | Processing Test, Measurement and Diagnostic Equipment (TMDE) |
| 982 TRGI 36-2 | Detachment Program |
| TO 00-5-1 | AF Technical Order System |
| TO 00-5-15 | AF Time Compliance Technical Order System |
| TO 00-20-1 | Aerospace Equipment Maintenance General Policy and Procedures |
| TO 00-20-2 | Maintenance Data Documentation |
| TO 00-20-5 | Inspection System, Documentation, and Status Reporting For Support and Training Equipment |
| TO 00-20-14 | Air Force Metrology and Calibration Program |
| TO 00-25-107 | Maintenance Assistance |
| TO 00-25-234 | General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipment |
| TO 00-35D-54 | USAF Deficiency Reporting and Investigating System |
| TO 1-1-3 | Inspection and RPR of ACFT Integral Tanks and Fuel Cells |
| TO 33K-1-100-1 | Calibration Procedures for TMDE Calibration Notes, Maintenance Data Collection Codes, and Calibration Measurement Summaries |
| TO 33K-1-100-2 | TMDE for Calibration Intervals |
| TO 4T-1-3 | Inspection Maintenance Instructions – Storage and Disposal of ACFT Tires and Inner Tubes |
| TO 4W-1-61 | Maintenance and Overhaul Instructions – All Types ACFT Wheels |

Terms

Owning Workcenter (OWC): A workcenter that owns test equipment supported by a performing workcenter.

Performing Workcenter (PWC): A workcenter responsible for repairing, calibrating, and/or certifying equipment.

Equipment Schedule: A listing produced monthly of all TMDE due calibration during the scheduled period.

Master Identification (ID) Listing: A listing of equipment maintained by the PMEL. This listing is either by OWC or PWC Master ID Listing, which is produced quarterly.

Attachment 1 (cont)

PMEL Coordinator: A person appointed to obtain calibration support for their activities, keep the OWC's informed as to the status of their TMDE and provide advice for the OWC's commander or supervisor. Normally, all communications from the OWC to the PMEL will go through the PMEL coordinator.

Priority TMDE: TMDE that is one of a kind, that causes work stoppage, or that is needed to meet critical mission requirements.

*Attachment 2***SAMPLE MAINTENANCE ID SYSTEM LETTER**

MEMORANDUM FOR 82 TRSS/TTR OR 17 TSS/DOR OR 381 TSS/DO

82 MXS/LGMQ, Stop 234

82 MXS/MAMP, Stop 234

82 MXS/PM, Stop 234

IN TURN

FROM: (OWNING ORGANIZATION/OFFICE SYMBOL)

SUBJECT: Newly Acquired Training Equipment

1. The following item has been received. The following information is provided for processing into the CAMS data system, maintenance master ID listing:

- a. Nomenclature
- b. Serial Number
- c. Stock Number
- d. Location
- e. TO Ref/Manual Ref
- f. Manufacturer
- g. End Item Work Unit Code
- h. Standard Reporting Designator (SRD)
- i. Ozone Depleting Chemicals/Type
- j. Warranty Item: Yes/No
- k. Owning Workcenter
- l. Prime Equipment Monitor

2. Required maintenance forms have been initiated.

3. Point of contact/EXT:

(OWNING WORKCENTER
BRANCH CHIEF SIGNATURE)

*4. Acceptance Inspection Accomplished on

a. INSPECTION REQUIREMENTS:

TYPE OF INSP
INSP DUE DATE

FREQ OF INSP
JUST NO.

INSP WORK UNIT CODE
EMH

b. PERFORMING WORK CENTER:

*Attachment 2***SAMPLE MAINTENANCE ID SYSTEM LETTER
(Continued)**

c. INDIVIDUAL PERFORMING INSPECTION

(QC INSPECTOR SIGNATURE)

*5. EQUIPMENT DESIGNATOR:

*6. RESERVED EQUIPMENT ID NUMBER:

*7. If there are no inspection requirements applicable to equipment and equipment qualifies for exemption under SAFBI 21-101, the following applies:

Exemption of the above trainer/training equipment is:

Recommended/Not Recommended

Approved/Disapproved

QC Superintendent Signature
Signature

Contractor Project Manager

***CONTRACTOR WILL COMPLETE THESE ITEMS
(MUST BE TYPED ON ORGANIZATION LETTERHEAD)**

Attachment 3

SAMPLE EQUIPMENT DELETION LETTER

MEMORANDUM FOR 82 TRSS/TTR, STOP 20 OR 17 TSS/DOR OR 381 TSS/DO
82 MXS/LGMQ, STOP 234
82 MXS/LGMX, STOP 234
82 MXS/PM, STOP 234
82 MXS/MAMP, STOP 234
IN TURN

FROM: (OWNING ORGANIZATION/OFFICE SYMBOL)

SUBJECT: Equipment Deletion

1. The following equipment requires deletion. Request you take necessary action for deletion of said equipment on the Maintenance Master ID Listing:

- a. ID Number:
- b. Serial Number:
- c. Nomenclature:
- d. Equipment does/does not contain ozone-depleting chemicals. If it does, specify type:
- e. Location:
- f. Owing Workcenter Mnemonic:
- g. Owing Workcenter PEM:
- h. Equipment does/does not require prep for turn-in. If it does, obtain job control number (JCN).
JCN: _____.
- i. Effective Date of Deletion:

(OWNING WORKCENTER BRANCH
CHIEF/SUPERVISOR SIGNATURE)

*CC: 82 MXS/LGML, STOP 234

*Attachment 4***SAMPLE EQUIPMENT TRANSFER LETTER**

MEMORANDUM FOR 82 TRSS/TTR, 82 MXS/MAMP, STOP 234 OR 82 MXS/MANF
OR 82 MXS/MANV

FROM: (Owning Organization/Office Symbol)

SUBJECT: Equipment Transfer

1. The following equipment requires transfer. Request you take necessary action for transfer of said equipment on the Maintenance Master ID Listing:

- a. ID Number:
- b. Serial Number:
- c. Nomenclature:
- d. Losing Owning Workcenter Mnemonic:
- e. Losing Owning Workcenter PEM:
- f. Losing PEM Signature: _____
- g. Gaining Owning Workcenter Mnemonic:
- h. Gaining Owning Workcenter PEM:
- i. Gaining Location:
- j. Gaining PEM Signature: _____
- k. Effective Date of Transfer: _____

*cc: 82 MXS/LGMQ, Stop 234

Attachment 5

SAMPLE EXEMPTION REQUEST FOR SCHEDULED INSPECTIONS LETTER

MEMORANDUM FOR 82 TRSS/TTR

82 MXS/MAMP, STOP 234

82 MXS//MAQ

IN TURN

FROM: (OWNING ORGANIZATION/OFFICE SYMBOL)

SUBJECT: Exemption of Scheduled Inspection for Trainers Training Equipment IAW SAFBI 21-101

1. Request the following trainer/item of training equipment be exempted from scheduled inspection. Prerequisite criteria specified in SAFBI 21-101, Para 12 applies to this equipment.

Nomenclature:

National Stock Number:

Design Number:

Maintenance ID Number:

Owning Workcenter Mnemonic:

Location:

***NOTE:** If exemptions on more than one trainer/training equipment on the same letter, list them as A, B, C, etc.

2. POC at requesting organization:

(OWNING WORKCENTER
BRANCH CHIEF SIGNATURE)

1st Ind.

TO: 82 MXS/MAMP, Stop 234

Exemption of the above trainer/training equipment is approved/disapproved where indicated. Take appropriate action to update listings and distribute copies of his letter per SAFBI 21-101, Para 12.

(SERVICE PROVIDER)

cc:(Owning Workcenter)
82 MXS/LGMQ, Stop 234
82 MXS/MAQ, Stop 234

*Attachment 6***SAMPLE MISSION IMPACT STATEMENT LETTER**

(FOR TRAINER MAINTENANCE)

MEMORANDUM FOR 82 TRSS/TTR OR 17 TSS/DOR OR 381 TSS/DO

82 MXS/LGMQ, Stop 234

82 MXS/PM, Stop 234

82 MXS/MAMM, Stop 234

82 LSS/LGSQ, Stop 203 (as required)

82 LSS/LGSMN, Stop 203 (as required)

IN TURN

FROM: (OWNING ORGANIZATION/OFFICE SYMBOL)

SUBJECT: Trainer Maintenance Mission Impact

(FOR COMMUNICATIONS TRAINER MAINTENANCE)

MEMORANDUM FOR 82 CS/SCLP (*FOR INSIDE PLANT AND TELEPHONE EQUIPMENT*)
OR 82 CS/SCLG (*FOR TERRACOMM RADIO*)

1. A projected training deviation/deficiency (loss, degradation, or deviation) has been noted. The following is provided so that maintenance and supply priorities can be upgraded in an effort to avoid an actual problem.

1. Course #: _____
2. Equipment Type: _____
3. Number of Students Present Now: _____
4. Date Additional Students Arrive: _____
 - a. Number of Projected Students on 5 above: _____
 - b. Total Number of End Items needed on 5 above: _____
5. Comments on Impact:

Intermediate Course Supervisor
Signature Block

Attachment 7

SAMPLE MAINTENANCE ID SYSTEM (TMDE) LETTER

MEMORANDUM FOR: 82 TRSS/TTR OR 17 TSS/DOR OR 381 TSS/DO
82 MXS/LGMQ, Stop 234
82 MXS/MAY, Stop 234
82 MXS/PM, Stop 234
82 MXS/MAY, Stop 234
IN TURN

FROM: (OWC or PMEL MONITOR)

SUBJECT: Newly Acquired TMDE

1. The following item has been received. The following information is provided for processing into PAMS Data System.
 - a. Nomenclature: _____
 - b. Part/Mode Number: _____
 - c. Manufacturer: _____
 - d. Location: _____
 - e. Owning Work Center: _____
 - f. PMEL Monitor: _____
2. The required maintenance forms have been initiated (AFTO Form 350).
3. Point of Contact/Ext: _____

(SIGNATURE BLOCK
OF BRANCH CHIEF)

Attachment 8

SAMPLE AIRCRAFT UTILIZATION AND REQUIREMENTS LIST

COURSE: J3ABR2A531F-001

13 DEC 99

| MDS | S/N | SYSTEM REQUIRED FOR INSTRUCTION | WORK UNIT CODE | REQ SUB-SYSTEM | WORK UNIT CODE | APPLICATION |
|--------------|-----|------------------------------------|-------------------|-----------------------------|-------------------|----------------------------|
| 3-52G59-2578 | | AIRFRAME | 11000 | AIRFRAME | 11A00-11RAF | 1,2,20,26,30 |
| | | CREW STATION | 12000 | COCKPIT/FUS COMP | 12A00-12KAB | 1,3,4,6,7,8,9,23,24,25,26 |
| | | LANDING GEAR | 13000 | LANDING GEAR | 13A00-13EJF | 1,6,9,11,15,16,17,26,28,31 |
| | | FLIGHT CONTROL | 14000 | FLIGHT CONTROL | 14A00-14FRA | 1,2,6,9,10,13,26,28 |
| | | POWER PLANT | 23000 | POWER PLANT | 23A00-23RSE | 1,2,6,18,19,20,22,26,28,34 |
| | | ENVIRONMENTAL CONTROL | 41000 | AIR COND/ PRESS/ICE CONT | 41A00-41NBU | 1,23,26 |
| | | ELEC POWER SUPPLY | 42000 | ELEC POWER SUP | 42A00-42FDD | 1,4,5,6,7,8,9,26,28, |
| | | LIGHTING | 44000 | LIGHTING SYS | 44A00-44CAB | 1,6,7,8,26,28,30 |
| | | HYD/PNEUD | 45000 | HYD/PNEU PW SUPPLY | 45A00-45FAJ | 1,6,8,9,10,11,13,15,26 |
| | | FUEL | 46000 | FUEL SYSTEM | 46A00-46GDA | 1,6,24,26,27,28,35 |
| | | OXYGEN | 47000 | OXYGEN SYSTEM | 47A00-47BCO | 1,6,23,26,33 |
| | | MISC UTIL | 49000 | MISC UTILITIES | 49A00-49FJA | 1,26 |
| | | FLT INST | 51000 | INSTRUMENTS | 51A00-51E99 | 1,6,8,9,23,26 |
| | | INTERPHONE | 64000 | INTERPHONE SYS | 64A00-64AAU | 1,6,7,9,13,15,26,27,28,31 |
| | | DRAG CHUTE EQUIP | 93000 | DRAG CHUTE EQUIP | 93A00-93AGE | 1,25,26,28 |

*Attachment 8***SAMPLE AIRCRAFT UTILIZATION AND REQUIREMENTS LIST
(Continued)**

NOTES:

1. COMPLETE SYSTEM FOR VISUAL USE
2. CAPABILITY TO OPERATE ENTRY DOOR/HATCHES AND RADOMES
3. CAPABILITY TO REMOVE/INSTALL EGRESS SAFETY PINS
4. CAPABILITY TO INSPECT EGRESS SYS AND OPERATE SEAT ADJUSTMENT
5. CAPABILITY TO REMOVE/INSTALL BATTERIES
6. CAPABILITY TO CONNECT, APPLY AND DISCONNECT EXTERNAL POWER
7. CAPABILITY TO OPERATE LIGHTING SYSTEM
8. CAPABILITY TO OPERATE WARNING LIGHTING SYSTEM
9. CAPABILITY TO OPERATE NON-ENGINE DRIVEN HYD PUMP
10. CAPABILITY TO SERVICE HYD RESERVOIRS AND PARTIAL DRAIN
11. CAPABILITY TO SERVICE PNEUDRAULIC SYSTEM ACCUMULATORS
12. CAPABILITY TO LOOSEN, REPOSITION AND TORQUE HYDRAULIC TUBING
13. CAPABILITY TO INSPECT AND OPERATE FLIGHT CONTROL SYSTEM
14. DELETED
15. CAPABILITY TO OPERATE BRAKE SYSTEM
16. CAPABILITY TO SERVICE MAIN LANDING GEAR AND WING TIP TIRE
17. CAPABILITY TO DEFLATE AND SERVICE LANDING GEAR STRUTS
18. CAPABILITY TO SERVICE ENGINE OIL SYSTEM AND TAKE OIL SAMPLES (JOAP)
19. CAPABILITY TO SERVICE CONSTANT SPEED DRIVE OIL SYSTEM
20. CAPABILITY TO OPEN/REMOVE/INSTALL/CLOSE ENGINE COWLING
21. DELETED
22. CAPABILITY TO INSPECT INSTALL ENGINE TURBINE/COMPRESSORS
23. CAPABILITY TO SERVICE LOX AND PORTABLE OXYGEN UNITS
24. CAPABILITY TO INSPECT FUEL SYSTEM
25. CAPABILITY TO REMOVE/INSPECT AND INSTALL DRAG CHUTE
26. CAPABILITY TO PERFORM PREFLIGHT AND HOURLY POSTFLIGHT INSPECTION
27. CAPABILITY TO INSPECT AND OPERATE IFR DOORS
28. CAPABILITY TO OPERATE INTERPHONE SYSTEM
29. DELETED
30. CAPABILITY TO REMOVE AND REPLACE LIGHT BULBS AND LENSES
31. CAPABILITY TO REMOVE AND REINSTALL MLG WHEEL AND TIRE
32. DELETED
33. CAPABILITY TO DRAIN LOX CONVERTER
34. CAPABILITY TO REMOVE AND REINSTALL STARTER CARTRIDGE
35. CAPABILITY TO CONNECT/DISCONNECT SPR NOZZLE TO RECEPTACLE

*Attachment 9***SAMPLE REQUEST FOR PRIORITY PROCESSING OF TMDE LETTER**

MEMORANDUM FOR: 82 TRSS/TTR
82 MXS/MAY
IN TURN

FROM:

SUBJECT: Request for Priority Processing of TMDE

1. Request the following item is processed on a priority basis:
 - a. Part Number:
 - b. Serial Number:
 - c. Label Number:
 - d. Nomenclature:
 - e. Owning Workcenter:
2. Lack of this item impairs the operational mission of the organization because:
 - a. This is/is not a one-of-a-kind item without a backup spare.
 - b. The maintenance priority of this organization is:
 - c. This item is used in direct support of:
 - d. When this item is completed the following personnel should be contacted to pick it up:

NAME

TELEPHONE NUMBER

- e. Name and phone number of technician familiar with unit:

NAME

TELEPHONE NUMBER

Flight Commander/Maintenance Officer/Superintendent

***cc: 82 MXS/LGMQ, Stop 234**

Attachment 10

SAMPLE PMEL COORDINATOR APPOINTMENT LETTER

MEMORANDUM FOR: 82 TRSS/TTR
82 MXS/MA
IN TURN

FROM:

SUBJECT: PMEL Coordinator Appointment

1. The following individuals are appointed as PMEL Coordinators:

- a. Primary:
- b. Alternate:
- c. Duty Phone:
- d. Workcenter:
- e. Pickup Point:
- f. Office Symbol:
- g. Distribution Stop Number:
- h. Organization:

2. This letter supersedes our previous letter dated:

Flight Commander/Maintenance Officer/Superintendent

***cc: 82 MXS/LGMQ, Stop 234**

*Attachment 11***SAMPLE MAINTENANCE ID SYSTEM (TMDE) LETTER**

MEMORANDUM FOR 82 TRSS/TTR OR 17 TSS/DOR OR 381 TSS/DO

82 MXS/LGMQ, Stop 234

82 MXS/MAY, Stop 234

82 MXS/PM, Stop 234

IN TURN

FROM: (OWC or PMEL MONITOR)

SUBJECT: Deletion/Turn-in of TMDE

1. The following item has been *deleted/turned in*. The following information is provided for processing into PAMS Data System.
 - a. Nomenclature:
 - b. Part/Mode Number:
 - c. Manufacturer:
 - d. Location:
 - e. Owning Work Center:
 - f. PMEL Monitor:
2. The required maintenance forms have been initiated (AFTO Form 350).
3. Point of Contact/Ext:

(BRANCH CHIEF
SIGNATURE BLOCK)

cc: 82 MXS/LGMQ, Stop 234

Attachment 12

SAMPLE EQUIPMENT STATUS REPORT LETTER

MEMORANDUM FOR 82 MXS/LGML

FROM: 82 MXS/PM/MA

SUBJECT: Status Up-date on _____Trainer

1. Nomenclature:
2. Serial Number:
3. Part Number:
4. Master ID Number:
5. ETIC:
6. Supply Status (including, document number, nomenclature of part(s) EDD of part(s), if more than one like item-number on order)
7. Additional Data: (List or brief any other problem areas)

Service Provider

Attachment 13
JOB CONTROL NUMBERS

| JOB CONTROL NUMBERS | | | 362ND TRS (CON.) | | | |
|-----------------------------|-------------|--------------------------------|------------------------------------|-------------|--------------------------------|----------|
| 361ST TRS | | | MDS | ACFT | JCN (last 4 characters) | 4 |
| MDS | ACFT | JCN (last 4 characters) | | | | |
| | | | C-130 | 58-0727 | T261 - T270 | |
| | | | C-130 | 61-2364 | T271 - T280 | |
| F-16 | 79-0408 | T001 - T010 | C-130 | 62-1794 | T281 - T290 | |
| F-16 | 79-0422 | T011 - T020 | C-130 | 62-1807 | T291 - T300 | |
| F-16 | 79-0427 | T021 - T030 | C-130 | 64-0535 | T301 - T310 | |
| C-130 | 63-7779 | T031 - T040 | C-130 | 72-1298 | T311 - T320 | |
| | | | C-130 | 64-0557 | T851 - T860 | |
| | | | C-130 | 63-7813 | T861 - T870 | |
| 362ND TRS | | | | | | |
| MDS | ACFT | JCN (last 4 characters) | | | | |
| | | | C-135 | 56-3623 | T321 - T330 | |
| | | | C-135 | 56-3645 | T331 - T340 | |
| F-16 | 78-0062 | T041 - T050 | C-135 | 61-0282 | T341 - T350 | |
| F-16 | 78-0069 | T051 - T060 | C-135 | 68-0070 | T351 - T360 | |
| F-16 | 79-0307 | T061 - T070 | | | | |
| F-16 | 79-0326 | T071 - T080 | C-141 | 66-0126 | T361 - T370 | |
| F-16 | 79-0327 | T081 - T090 | C-141 | 66-0176 | T371 - T380 | |
| F-16 | 79-0330 | T091 - T100 | | | | |
| F-16 | 79-0332 | T101 - T110 | F-15 | 74-0119 | T381 - T390 | |
| F-16 | 79-0334 | T111 - T120 | F-15 | 74-0142 | T391 - T400 | |
| F-16 | 79-0344 | T121 - T130 | F-15 | 76-0054 | T401 - T410 | |
| F-16 | 79-0360 | T131 - T140 | F-15 | 76-0067 | T411 - T420 | |
| F-16 | 79-0371 | T141 - T150 | F-17 | 76-0079 | T421 - T430 | |
| F-16 | 79-0420 | T151 - T160 | F-15 | 76-0110 | T431 - T440 | |
| F-16 | 80-0481 | T161 - T170 | F-15 | 76-0135 | T441 - T450 | |
| F-16 | 80-0495 | T171 - T180 | F-15 | 76-0136 | T451 - T460 | |
| F-16 | 80-0511 | T181 - T190 | F-15 | 77-0085 | T461 - T470 | |
| F-16 | 80-0522 | T191 - T200 | F-15 | 77-0125 | T471 - T480 | |
| F-16 | 80-0526 | T201 - T210 | F-15 | 77-0150 | T481 - T490 | |
| F-16 | 81-0676 | T211 - T220 | F-15 | 77-0154 | T491 - T500 | |
| | | | F-15 | 77-0156 | T501 - T510 | |
| A-10 | 73-0665 | T221 - T230 | | | | |
| A-10 | 75-0260 | T231 - T240 | B-52 | 59-2578 | T511 - T520 | |
| A-10 | 77-0199 | T241 - T250 | | | | |
| A-10 | 78-0591 | T251 - T260 | H-1 | 69-6609 | T521 - T530 | |
| | | | H-53 | 63-3693 | T531 - T540 | |

Attachment 13
JOB CONTROL NUMBERS
(Continued)

363rd TRS

| MDS | ACFT | JCN (last 4 characters) |
|------------|-------------|--------------------------------|
| F-16 | 82-0251 | T541 - T550 |
| F-16 | 83-1127 | T551 - T560 |
| F-16 | 83-2146 | T561 - T570 |
| F-15 | 72-0115 | T571 - T580 |
| F-15 | 76-0008 | T581 - T590 |
| A-10 | 79-0225 | T591 - T600 |
| B-52 | 58-0200 | T601 - T610 |
| H-53 | 67-0052 | T611 - T620 |

365TH TRS

| MDS | ACFT | JCN (last 4 characters) |
|------------|-------------|--------------------------------|
| F-16 | 83-1125 | T741 - T750 |
| F-16 | 83-1143 | T751 - T760 |
| F-16 | 87-0295 | T761 - T770 |
| F-15 | 76-0022 | T771 - T780 |
| F-15 | 76-0083 | T781 - T790 |
| F-15 | 77-0095 | T791 - T800 |
| B-52 | 58-0200 | T801 - T810 |

364TH TRS

| MDS | ACFT | JCN (last 4 characters) |
|------------|-------------|--------------------------------|
| T-38 | 61-0561 | T621 - T630 |
| T-38 | 61-0820 | T631 - T640 |
| T-38 | 61-0859 | T641 - T650 |
| T-38 | 61-0895 | T651 - T660 |
| T-38 | 61-0923 | T661 - T670 |
| T-38 | 61-0941 | T671 - T680 |
| F-16 | 81-0678 | T681 - T690 |
| F-16 | 83-1124 | T691 - T700 |
| F-15 | 77-0157 | T701 - T710 |
| C-130 | 57-0471 | T711 - T720 |
| AH-1 | 79-6088 | T721 - T730 |
| UH-1 | 65-7922 | T731 - T740 |

366TH TRS

| MDS | ACFT | JCN (last 4 characters) |
|------------|-------------|--------------------------------|
| F-111 | 67-0047 | T811 - T820 |
| F-111 | 67-0051 | T821 - T830 |
| F-111 | 67-0056 | T831 - T840 |
| C-130 | 57-0468 | T841 - T850 |